

Education: Student Records

Rhode Island Department of Children, Youth, and Families
Division of Juvenile Correctional Services: Training School and Detention Center

Policy: 1200.1730

Effective Date: June 14, 2004 Version: 1

The Director of Special Education is responsible for the collection and maintenance of student records. Faculty and staff members may keep informal records relating to their functional responsibilities with individual students.

Federal law, Family Educational Rights and Privacy Act of 1974 (FERPA and the Buckley Amendment), affords students certain rights concerning their student educational records. Students and/or their parents or legal guardians have some control over the disclosure of information from the records. Educational institutions, such as the Rhode Island Training School Education Program, have the responsibility to prevent improper disclosure of personally identifiable information from the records.

The Rhode Island General Law (RIGL), Title 16 establishes specific guidelines for the access and disclosure of student records.

The Education Program complies with existing law relating to access and disclosure of student records.

Related Procedures...

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Procedure from Policy 1200.1730: Education: Student Records

- A. Parents, guardians and eligible students have the following rights:
 - 1. The right to personally inspect and review records in existence at the time of the request.
 - a. The request will be made to the Principal or designated appropriate authority.
 - b. The records must be made available within ten (10) days.
 - 2. The right to a reasonable explanation and interpretation of the records.
 - 3. The right to copies of the records. The cost per copied page of written records will not exceed fifteen cents (\$.15) per page for records copied on common business or legal size paper. No fee will be assessed to search for or to retrieve the records.
 - 4. The right to have the records preserved as long as a request to inspect is outstanding.
 - 5. The right to request an amendment and/or record expunging if the parent or eligible student believes that the information contained in these records is inaccurate, misleading, or in violation of the student's right to privacy. This request will be made in writing to the appropriate records keeper.
 - 6. The right to place a statement in the record commenting on contested information.
- B. Any person aggrieved under the law specified in RIGL, Chapter 16 will have the right to appeal according to the provisions of Chapter 39 of Title 16 (RIGL).
- C. The record is the means by which multiple providers communicate a chronology of educational services. Therefore, staff must document records clearly, accurately, and effectively throughout the duration of the student's stay at the RITS.
- D. Confidentiality
 - 1. When working with a record, employees take precautions to protect student confidentiality.
 - 2. Records are secured in closed drawers or briefcases where they are not exposed to plain view.
 - 3. Paperwork that is not filed is secured until it is submitted for filing.
- E. Employees make sure that all required information (including signature and dates) is completed on all documents before submission.